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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: October 9, 2003

SUBJECT: SAFETY MEETING IDEAS – October 2003

Suggested issues to discuss during your next meeting are:

1. Know Your Emergency Exits

How many exits are you aware of from your office to out of the building? Are you aware that during many disasters, people think they can only get out the way they came into a room. That is not usually true. Look around your office and mentally scope out two or three different escape routes. Make a note of them you don't want to take precious time while deciding how to get out--know the routes. It is always good to be prepared before that emergency happens.

2. Corridor and Hallway Widths

We want everyone to be able to have access in our hallways and into our cubicles. The Americans with Disabilities Act provides requirements to help us to know how to set up our office space in order to be accessible. Hallways should be at least 44" wide or 36" wide if the occupant load is less than 10. Cubicle entrances should be at least 32" wide. During safety inspections, this is one of the things we inspect. So please make sure your office area is in compliance with the law and accessible to everyone.

3. Protection Falls - Don't Fall for Injuries

With predictable regularity, falls continue to be a leading cause of accidents and deaths on the job according to the State Compensation Insurance Fund. Falls include those on the same level (floor, ground), as well as from one level to another (stairs, ladders, roof, etcetera). They can be caused by either or both of two reasons - an unsafe action of an individual (hurrying, overreaching, improper

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use of equipment, etc.) or unsafe condition of the situation (poor housekeeping, unguarded opening, surface condition, etcetera).

Good footing is the best way to avoid falls and good housekeeping is the best way to ensure good footing. Trash, wires, and slippery areas caused by water, grease, or oil can cause falls. Watch footing when working on slick flooring and poorly lit areas; where floors are uneven from room to room; and where surfaces are uneven from broken concrete, cracked asphalt or curled rugs. Always look in the direction you are walking. Avoid carrying large objects that may block your view of a safe walking path. Walk slowly on stairs and use handrails to secure your step.

Cover, guard, or mark spills, potholes, and floor openings. Protect them with warning cones, guardrails, or toeboards. Except for normal doorways, protect wall openings and stairways through which someone could fall. The protection should be sufficiently strong and secured to prevent it from being removed.

Makeshift ladders or incorrect ladder selection can cause falls. Choose the ladder that's made for the job. Be sure it's in good condition and placed securely. Face the ladder and keep both hands free while climbing.

Preventing falls is a matter of common sense. Watch where you are walking. Take careful steps when you walk and choose and use equipment properly.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.